



Bid Process Information

 Manager

 Management Company

 Date Prepared

Following are the key areas we ask about that help us determine the appropriate audit and/or tax return fee:

Please Attach the Following Documents:

1. Financial Statement (Audit Period Year-End or Year-to-Date)
2. Audit Year Budget
3. Prior-Year Audit Report (if applicable)

Related to the Management Company:

(If we have worked with your firm before, complete item #1 and #3 only)

1. Have you managed the Association all through the year you wish to audit? Yes No
 If not, do you feel that you got a complete set of books from the prior management company? Yes No
 Name of that previous management company: _____
 Transition date: _____
2. What type of software do you use (circle one)?
 (TOPS, Jenark, AMSI, Avgar, Skyline, QuickBooks, Other _____)
3. Who is the (internal) accountant assigned to the association? _____
4. IMPORTANT – Does your system produce an annual detail general ledger with all transactions? Yes No
 Will we able to have a copy electronically? Yes No
5. Do you scan many of your documents? Yes No
 If so, will we be able to get scanned documents for the audit? Yes No
6. Will we do the audit, or some of the audit, at the management company? Will we pick up (and later return) the box of records, or is 100% of your accounting documents electronic?
 On-site at association’s management (company) office
 Box Pickup All records electronic, for entire year (if not, date started)

Association Information:

7. Name _____
8. Fiscal year end _____
9. Is this the first year of operations and/or a developer transition?
 First Year Developer Transition Neither
10. Condo Act(Old Act/ New Act) or HOA Act (circle one)?
11. Number of residential units: _____ Number of commercial units: _____
12. Location? _____
13. Was there an audit done last year?
 No Yes (If so, please email report.) Name of Auditor/Firm: _____

14. Does the Association have a bank loan? Yes No
 If so, is each unit owner special assessed their portion of the loan, or is payment made out of the regular assessment operating budget?
 Special Assessment Operating Budget
15. Any special assessments this year? Yes No
16. Do you need a tax return for the same period? Yes, Tax ID#: _____ No
17. Will you need a prior-year return? (Once incorporated, need a tax return, regardless of financial activity) Yes No
18. Are there any other unusual financial issues that affect accounting?
 Please describe briefly: _____

19. Has the Association received any litigation or insurance settlements that have had a large amount of expenditures in the current year? Yes No
20. Is there current non-collections litigation in process? Yes (Please describe briefly:)
 No

21. Is there pending/threatened non-collections litigation? Yes (Please describe briefly:)
 No

22. Does the Association have either a Master Assn or Sub Assn relationship with other Assns? If so, name "related" entities _____

For Phasing/Developer Transition Audits Only:

1. Are the POS and all governing documents available for the audit? Yes No
2. Choose one: Developer subsidized the expenses for a period of time or
 Developer paid the regular assessment of the unsold units?
3. When was 1st unit sold? _____
 When did assessments start? _____
 What is the transition date? _____
4. What is the period of time we are auditing? _____
 The ending balance sheet date? _____
5. Is this development being done in phases? Yes No
 What is the timeframe for phases? _____
 Description of units/phases? _____
6. Was there a good segregation of costs belonging to the developer vs. the homeowners?
 Yes No
 Has this cost segregation and amounts owed to or from the developer already been agreed to? Yes No
7. Do you have all of the records that the developer had, from inception of the corporation up to the present? Yes No

Additional Information for Large-Scale Developments:

Payroll

1. Choose one: Payroll is processed in-house by association management staff.
 Payroll is processed by an outside payroll service
2. Number of Employees _____
3. Who authorizes payroll (name and title) _____

Nonmember Income

Do you have income from nonmembers? Yes No

If so, please describe: _____

Please describe how the receipt of income is monitored/controlled: _____

Per-Use Income

Do you have any fees that are charged to members on a "per-use" basis? Yes No

If so, please describe: _____

What is the Board/Committee/Management structure? E.g. Onsite manager paid by association, onsite manager from professional management company, budget/finance committee oversight, etc.? _____

For Internal Use: Bid Amount: _____ AYE: _____ Audit Report: _____

Tax Returns: _____

Verified Legal Name and Incorporation Date: _____

Comments: _____

Date mailed: _____ Access Client # _____